

11 October 1985

MEMORANDUM FOR: OTE Division Chiefs

FROM: [REDACTED]

Executive Officer, OTE

SUBJECT: OTE Space in the New Headquarters Building

1. As mentioned at the last OTE Staff Meeting, progress is being made on plans for space in the new Headquarters Building. While many "adjustments" are likely between now and the actual move, if we don't get our needs known now it's safe to say we'll get left at the starting gate. I recently had a meeting with the Chief of the new building planning group, [REDACTED] of Logistics. His figures on allocation of space are far more generous than those Ralph and I had gotten earlier from OL/HOME. The attached list of rooms (Attachment A) with square footage reflects Bob's figures on Logistics' initial response to our requirements, also attached, (Attachment B). Attachment C shows what Logistics has on its records for current OTE space in the present Headquarters Building.

2. According to Bob, items c and d (paragraph 5, page 2), of our 9 November 1984 memo requesting 10 part-time language training classrooms and 1800 square feet to accommodate a self-study center will be satisfied by space in the old Headquarters Building vacated by current occupants moving to the new building. In summary, based on what we have heard to date, our original 9 November 1984 request was for a total of 6700 square feet and Logistics is offering 9105 square feet. The configuration does not conform to what we asked for, i.e., two large classrooms and two medium size classrooms plus the language training and self-study center space. We need to address these issues as well as the discrepancies in space we're hearing from the different Logistics groups very soon. We also need to reassess our needs in light of more recent information, e.g., new requirements for CBT, PC and Soviet Training Programs.

SUBJECT: OTE Space in the New Headquarters Building

3. In the next few days, Logistics is sending us a set of floor plans which show where the new building space will be located and its configuration. Please think about your requirements for the new Headquarters Building based on the attached information. When we have the blueprints, I would like to call a meeting to discuss and outline our revised plans. Bob is willing to negotiate and has asked for our recommendations. I believe our space fortunes lie in the degree to which we are organized, timely and coherent in our requests. I will set up a meeting in the next week to 10 days to develop a plan. Please bring your requirements to that meeting.

STAT

Attachments



PROJECTED OTE SPACE FOR THE NEW
HEADQUARTERS BUILDING

10 September 1985

Classrooms

3G024	-	300 SF
3G022	-	375 SF
3F014	-	600 SF
4C088	-	500 SF
4C090	-	500 SF
*4F030	-	775 SF
*4F034	-	775 SF
4G044	-	<u>400</u> SF
Total		4,225 SF

* Adjacent Storage Room - 310 SF

Unassigned Space Available for Classrooms

2A074	-	450 SF
3B014	-	330 SF
3K002	-	<u>800</u> SF
		1,580 SF

09 NOV 1984

MEMORANDUM FOR: New Building Project Officer

FROM: [REDACTED]

Chief, Administrative Officer, OTE

SUBJECT: Classroom Space - New Building

1. This is in response to your request that a review be conducted of the various Agency requests for training space in the new Headquarters building.

2. Following several discussions with most of the requesters, it is quite apparent that each office would like to have a designated and separate classroom. However, most reluctantly understand that there will be insufficient space available in the new building for every office to have its own classroom.

3. During the review of the requirements it was quite obvious that the original space requests were well developed, and looked at present and future requirements for training space (see memo from the Office of Security). In only one instance have I questioned the requirement which is based on the assumption that the Agency will give up the Ames building. This would result in a requirement for space in the Headquarters building to administer the applicant typing and shorthand test. I have not included this requirement in this package on the assumption that the Agency will probably continue this recruitment and testing activity in either Rosslyn or some other location near public accommodations and transportation.

4. Another recent development that might assist in meeting future training space requirements is the availability of certain facilities [REDACTED]. The Office of Training and Education is planning on opening four to six classrooms in [REDACTED]. This should allow some flexibility beyond the requirements for space in the new Headquarters building.

5. The space requirements in the new building are based on the following assumptions:

- a. 1A07 will remain an OTE designated classroom;
- b. GA-13 will remain an Office of Security designated classroom/meeting area; and
- c. all areas currently set aside for part-time language training and the Self-Study Center will remain so designated.

Regarded Unclassified
when separated from
Attachment.

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SUBJECT: Classroom Space - New Building

Considering the foregoing, I believe the following classroom space requirements in the new building will meet the stated training space requirements in the new building:

- a. Two (2) classrooms covering approximately 1200 square feet, i.e. 30' x 30', with a projection booth area located between the two rooms.
- b. Two (2) classrooms covering approximately 500 square feet 20' x 25'. These two rooms will be completely automated with terminals to conduct data processing type training for a number of Agency officers.
- c. Ten (10) small rooms (10' x 15') to conduct the part-time language training program in the Headquarters area. This program cannot be conducted outside the Headquarters building as the students can only be available for one to two hours at any given time. There are between [redacted] Agency employees in this program at any given point in time.
- d. One room of approximately 1800 square feet to accomodate the Self Study Center. This is slightly larger than the space previously occupied by the Center, but with the advent of Computer Based Training (CBT) we foresee the need to add to capability in the near future.

6. If you have any questions please contact me on [redacted]

Attachment
As stated

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